

**ICAI Accounting Research Foundation**

**Job Profile – Project Team Leader**

1.	<b>Skill Required</b>	<ul style="list-style-type: none"> <li>• Technical competencies to manage the project</li> <li>• Ability to multi-task</li> <li>• Strong analytical bent of mind and structured problem solving approach</li> <li>• Adaptability to a dynamic environment often accompanied by shifting priorities and stringent deadlines</li> <li>• Strong interpersonal and communication (both verbal and written) skills</li> <li>• Team worker along with an ability to lead teams</li> <li>• Ability to add value in complex analysis</li> <li>• Balance between strategic and operational focus</li> <li>• Ability to solve the problems to meet the needs of the clients by using a combination of intuition and analysis</li> <li>• The ability to grasp and understand the key issues in a case</li> <li>• Business writing; presentation skills both oral and written that help to promote clarity and also present persuasive options</li> </ul>
	<b>Role &amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>• Complete execution of project work ensuring in-time deliveries.</li> <li>• Implement the project as per the project implementation plan;</li> <li>• Provide regular onsite support, advisory and guidance to the project team;</li> <li>• Act as enabler ensuring seamless working of the project team;</li> <li>• Prepare technical documents like Accounts Manual, Training Manual, Internal Audit Manual;</li> <li>• Generate ideas based upon the best international practices and procedures in execution of the project;</li> <li>• Carry out on the job as well as classroom training sessions and workshops.</li> </ul>
	<b>About Candidate</b>	<ul style="list-style-type: none"> <li>• Chartered Accountant with strong academic background.</li> <li>• 10-15 years of post qualification experience in conversion of accrual system of accounting in govt. bodies with at least one successful handling of similar project as a Team Leader.</li> <li>• Team Player and should have managed a team of 6 to 10 resources in a similar projects</li> <li>• Ability to manage work pressure; stringent deadlines and drive the team in tough client conditions</li> <li>• Willing to travel within India</li> <li>• Strong soft skills like inter personal skills, team skills, communication skills both verbal and written</li> <li>• Excellent interactive and report writing and document drafting skills</li> <li>• Well versed with established understanding of GASAB Standard for Accrual Accounting, IPSAS, Ind (AS), IFRS and Civil Accounts Manual, Govt. Accounting Rules (GAR), Govt. Financial Rules (GFR), Government Procurement Rules of Gol etc.</li> </ul>

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**Job Profile - Sr. Consultant**

<b>2.</b>	<b>Skill Required</b>	<ul style="list-style-type: none"> <li>• Technical competencies to manage the project</li> <li>• Ability to multi-task</li> <li>• Strong analytical bent of mind and structured problem solving approach</li> <li>• Adaptability to a dynamic environment often accompanied by shifting priorities and stringent deadlines</li> <li>• Strong interpersonal and communication (both verbal and written) skills</li> <li>• Team worker along with an ability to lead teams</li> <li>• Ability to add value in complex analysis</li> <li>• Balance between strategic and operational focus</li> <li>• Ability to solve the problems to meet the needs of the clients by using a combination of intuition and analysis</li> <li>• The ability to grasp and understand the key issues in a case</li> <li>• Business writing; presentation skills both oral and written that help to promote clarity and also present persuasive options</li> </ul>
	<b>Role &amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>• Implement the project as per the project implementation plan;</li> <li>• Provide regular onsite support and guidance to the project team;</li> <li>• Prepare technical documents like Accounts Manual, Training Manual, Internal Audit Manual etc.;</li> <li>• Carry out on the job as well as classroom training sessions and workshops.</li> </ul>
	<b>About Candidate</b>	<ul style="list-style-type: none"> <li>• Chartered Accountant with strong academic background.</li> <li>• 8 - 10 years of post qualification experience in conversion of accrual system of accounting in govt. bodies with at least one successful handling of similar project as a Sr. Consultant.</li> <li>• Ability to manage work pressure; stringent deadlines and drive the team in tough client conditions</li> <li>• Willing to travel within India</li> <li>• Strong soft skills like inter personal skills, team skills, communication skills both verbal and written</li> <li>• Excellent interactive and report writing and document drafting skills</li> <li>• Well versed with established understanding of GASAB Standard for Accrual Accounting, IPSAS, Ind (AS), IFRS and Civil Accounts Manual, Govt. Accounting Rules (GAR), Govt. Financial Rules (GFR), Government Procurement Rules of GoI etc.</li> </ul>

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**Job Profile - Jr. Consultant**

<b>3.</b>	<b>Skill Required</b>	<ul style="list-style-type: none"><li>• Technical skills to solve the problems of clients</li><li>• Ability to grasp and understand the key issues in a case</li><li>• Strong interpersonal and communication (both verbal and written) skills</li><li>• Regular client interface</li><li>• Business writing and presentation skills both oral and written that help to promote clarity and also present persuasive options</li><li>• Ability to work in and with the Team.</li><li>• Ability to multi-task</li><li>• Adaptability to a dynamic environment often accompanied by shifting priorities and stringent deadlines</li></ul>
	<b>Role &amp; Responsibilities</b>	<ul style="list-style-type: none"><li>• Implement the project as per the project implementation plan;</li><li>• Provide regular onsite support and guidance to the project team;</li><li>• Prepare technical documents like accounts manual, training manual, internal audit manual etc.;</li><li>• Carry out on the job as well as classroom training sessions and workshops.</li><li>• Supervise and review the work done by Support Staff and Assistants.</li></ul>
	<b>About Candidate</b>	<ul style="list-style-type: none"><li>• Chartered Accountant with strong academic background.</li><li>• 2 - 5 years of post qualification experience.</li><li>• Ability to manage work pressure; stringent deadlines and drive the team in tough client conditions</li><li>• Willing to travel within India</li><li>• Strong soft skills like inter personal skills, team skills, communication skills both verbal and written</li><li>• Excellent interactive and report writing and document drafting skills</li></ul>

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**Job Profile – Project Executives**

4.	<b>Skill Required</b>	<ul style="list-style-type: none"><li>• Ability to grasp and understand the key issues in a case</li><li>• Strong interpersonal and communication (both verbal and written) skills</li><li>• Regular client interface</li><li>• Business writing and presentation skills both oral and written that help to promote clarity and also present persuasive options</li><li>• Ability to work in and with the Team.</li><li>• Ability to multi-task</li></ul>
	<b>Role &amp; Responsibilities</b>	<ul style="list-style-type: none"><li>• Collect necessary data &amp; inputs etc.</li><li>• Enter vouchers in accounting software and prepare financial statements</li><li>• Prepare various reports and documents and presentations.</li></ul>
	<b>About Candidate</b>	<ul style="list-style-type: none"><li>• CA (Semi - Qualified) or M. Com with strong academic background.</li><li>• 0 - 3 years of post qualification experience with good working knowledge of Tally ERP 9.0 and MS Office.</li><li>• Strong soft skills like inter personal skills, team skills, communication skills both verbal and written</li></ul>

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**Job Profile – Project Coordinator**

<b>5.</b>	<b>Skill Required</b>	<ul style="list-style-type: none"><li>• Ability to grasp and understand the key issues in a case</li><li>• Strong interpersonal and communication (both verbal and written) skills</li><li>• Regular client interface</li><li>• Business writing and presentation skills both oral and written that help to promote clarity and also present persuasive options</li><li>• Ability to work in and with the Team.</li><li>• Ability to multi-task</li></ul>
	<b>Role &amp; Responsibilities</b>	<ul style="list-style-type: none"><li>• Track status of the progress of project activities / deliverables</li><li>• Update the Project Review Dashboard for weekly / fortnightly Project review meetings.</li><li>• Collect necessary data &amp; inputs etc.</li><li>• Review and update resource presence and performance at the Project</li><li>• Prepare various reports and documents and presentations.</li></ul>
	<b>About Candidate</b>	<ul style="list-style-type: none"><li>• M.B.A, M. Com, C.A. (Semi Qualified) with strong academic background.</li><li>• 2 - 4 years of post qualification experience.</li><li>• Strong soft skills like inter personal skills, team skills, communication skills both verbal and written</li><li>• Excellent interactive and report writing and document drafting skills</li></ul>